

1. The MBO, to "Implement completely, by 30 June 1976 an Agency automated inventory system for the control of collateral TOP SECRET material", has been successfully accomplished.
2. The new Top Secret Control Automated Data System (TSCADS) is in operation with full participation by sixty Area Top Secret Control Officers located throughout the Agency.
3. The TSCADS data base consists of an inventory record of 131,000 TOP SECRET documents which far exceeded the initial inventory estimate of 90,000. This discrepancy arose because Area Top Secret Control Officers, when reporting their estimated inventory, had not always taken into account copies, attachments, and retired or archival TOP SECRET material.
4. One minor set back in the complete and total attainment of the MBO, was the publication of the "Manual for Top Secret Control Officers". It is pointed out, however, that a final draft of the handbook was distributed in June 1976 and is being utilized by the Area Top Secret Control Officers. We are currently reviewing galley proofs of the manual, recently received from the Printing and Photography Division (OL/P&PD), where delays occurred in the publication due to high priority requirements.
5. It should be noted that the achievement of the MBO by this office was realized without the benefit of additional staffing of personnel but through the commitment and dedication of the personnel involved.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

MBO Objectives, Fiscal Year 1976  
O.S.-A 03-76, Top Secret Control

FROM: Acting Chief *ASW*  
 Information Systems Security Group  
 STAT

EXTENSION NO.   
 DATE

*ASG*

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. AC/PPG  
4E-58, Hq.

Jack.  
 per. your request  
 feel free to change  
 as you feel  
 appropriate  
*ASW*